

## Job Announcement

### Costilla County Administrator

The Costilla County Board of County Commissioners is seeking qualified applicants to fill the position of County Administrator for Costilla County. The county's administrative office is located in historic San Luis, Colorado, the oldest town in Colorado. Costilla County is located in southern Colorado on the western edge of the picturesque San Luis Valley, on the western side of the Sangre de Cristo Mountains, about 70 miles north of Taos, New Mexico and 90 miles southwest of Pueblo, Colorado. Costilla County is a rural, agricultural community with a predominantly Latino population.

The County Administrator is responsible for administering a variety of county operations with a large staff and a budget that exceeds \$3 million in annual expenditures. These programs are complex and contain extensive inter-weaving of local, state and federal dollars with explicit and strict guidelines of eligibility, spending and accounting.

#### Knowledge, Abilities and Skills

This is not an entry level position, nor is it a position for those who are lacking in experience managing a highly complex department. Applicant must have knowledge of upper-level management principles and techniques; an understanding of and ability to manage human resources within the applicable state and federal employment laws; the ability to direct and organize an agency with a large staff performing a variety of technical, clerical, professional and specialized duties; the ability to plan, budget, direct and administer complicated operations; the ability to establish and maintain effective working relationships with people at all levels within and outside the organization; the ability to network and establish lasting and productive relationships with various government and public agencies and community groups; an understanding of laws and procedures of the State of Colorado; the ability to work with the county's legal counsel and the ability to think creatively and write and speak clearly and concisely. The Administrator is appointed as an at-will employee by the Board of County Commissioners and answers to the board regarding all matters related to the management of the county government and, further, must communicate openly, transparently and effectively with the board and act swiftly to plan and effectuate board decisions.

The County Administrator must have considerable skill using a computer and would preferably be able to efficiently use Microsoft Word, Excel, Adobe, Powerpoint, and Outlook Express.

A proficiency in English is required and the ability to read, write and speak Spanish is not mandatory but preferred.

#### Requirements

The position of County Administrator requires at minimum a Bachelor's Degree from an accredited four-year college or university with a major in public administration or a related field and five years experience in administration, preferably in the public sector.

### Preferred Qualifications

A Master's Degree in Public Administration or related field is preferred. The ability to read, write and speak the Spanish language fluently is a plus.

### Salary and Benefits

The position of County Administrator is advertised at an annual salary starting in a range from \$50,000.00 to \$60,000.00 per year depending on education and experience. Costilla County offers a choice of health, life, vision and dental insurance packages.

### How to Apply

Applicants seeking consideration for the position of County Administrator of Costilla County must submit a resume and cover letter and a list of three references who are not family members to Richard D. Jensen, J.D., Acting County Administrator, Costilla County Board of County Commissioners, P.O. Box 100, San Luis, Colorado 81152 by September 30, 2010. Applicants may submit their resume and cover letter as separate PDFs via email to [rjensen@costillacounty-co.gov](mailto:rjensen@costillacounty-co.gov). Interviews of applicants will be scheduled during October 2010.